



REQUEST FOR PROPOSAL (RFP # PW2020-02)

FACILITIES MASTER PLAN

Invitation to Submit a Proposal

The District of Hope is seeking qualified consultant to lead the development of a **Facilities Master Plan**. This Plan is meant to be a high-level document to guide planning and financial decisions regarding District-owned facilities.

Submission Details

Proposals must either be submitted by Proponents in writing **in a sealed package, marked “confidential” no later than 1:00 pm local time August 4, 2020** to the following address:

REQUEST FOR PROPOSAL (RFP#PW2020-02)

FACILITIES MASTER PLAN

Attention: John Fortoloczky, CAO

District of Hope

325 Wallace Street

Hope, BC V0X 1L0

Or electronically

REQUEST FOR PROPOSAL (RFP#PW2020-02)

FACILITIES MASTER PLAN

Attention: John Fortoloczky, CAO

cao@hope.ca

The District reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.

The District reserves the right to reject any or all proposals and to accept the proposal deemed most favorable to the interests of the District.

The District will not entertain any claims for costs related to the preparation and/or presentation of the proposals.

The District is NOT contractually bound to any matters until such time as the District has negotiated a **separate contract** that is totally independent of the RFP process.

*** PROPOSALS WILL NOT BE OPENED IN PUBLIC ***

Queries should be submitted in writing to:

District of Hope

Attention: Mr. John Fortoloczky, CAO

E-Mail: cao@hope.ca

Introduction

The District of Hope is a community of nearly 6,200 residents located in the eastern Fraser Valley. Founded as a village in 1929, a town in 1965, finally a district in 1992. Reincorporation as a district in 1992 resulted in several areas of the Fraser Valley Regional District (formally Cheam Regional District) being amalgamated with Town of Hope.

The population is estimated to grow to 10,000 by 2031. This growth must be supported by appropriate municipal resources, including facilities for government services and staff. Currently, the District manages its facility resources on a case-by-case basis, and does not have a structured long-term plan to manage such assets as the population grows and as infrastructure continues to age. Hope is also experiencing immediate issues in a few priority areas, which have been the subject of recent separate planning initiatives. There is an immediate need for an overall planning exercise in order to ensure that the District will be well informed to allocate capital resources to projects when needed, and that facility infrastructure decisions are made in context of the overall situation.

In 2016, District staff initiated internal discussions for the preparation of a master plan related to facility replacements, expansions, and upgrades. Council subsequently approved staff moving forward via an RFP in 2020. The District is seeking outside expertise to conduct and develop create our first Facilities Master Plan. All District-owned facilities and properties are to be considered in this Plan.

Proponents will be required to provide a quotation for each RFP they submit. A Proponent may be invited to enter into a formal Contract with the District upon acceptance of his/her proposal. The terms of the Contract shall include all of the minimum performance standards, contractual requirements and other requirements outlined herein plus the specific terms negotiated pursuant to the pricing and details of the accepted proposal.

4. Objectives

The purpose of this RFP is to procure the services of a qualified consultant to lead the development of a **Facilities Master Plan** for the District of Hope. The Facilities Master Plan is to be a document to guide planning decisions regarding District-owned facilities (buildings), informed by a combination of the current condition of facilities, District growth expectations, and ratio-driven requirements (e.g. square feet per person, number of staff members per 1,000 population, etc.) and other requirements into the future. The Facilities Master Plan will:

Identify priority facility projects over the next 1-3 years;
 Provide detailed guidance for all facility planning decisions out to 2045 and be based on projecting future requirements 25 years in the future;

For the purposes of this RFP, a “facility” is an occupied structure or an auxiliary to an occupied structure owned by the District of Hope or specified in Annex A.. This also includes any parcels of land owned by the District but free of any structures which can be used to either locate facilities in future, or be sold to generate revenue to further facilitate the Plan. Sewer, storm water, roads, public art, natural assets such as street trees, and industrial assets such as pump houses are not included in the scope of this Plan. For the full list of included facility assets, please refer to Annex A. For a list of information available to the successful Proponent, please refer to Annex B.

5. Scope of Work

The development of the Facilities Master Plan is expected to comprise the following exercises. The Proponent is invited to consider other value-added aspects to this study (if so, these must be scoped and estimated separately).

Scope of work will cover a total of 37+ District-related assets:

- 18 buildings
- 15+ Auxiliary Facilities (e.g. sheds, garages, shipping containers)
- Facilities leased or run by others
- District-owned vacant Land

The following are expected activities required to complete this scope of work:

Review of existing documentation including drawings, prior reports and existing projects.
 Walkthroughs of in-scope District facility assets, including preparation of component area estimates for buildings that do not have drawings (see Annex A).

Meetings with key management staff to determine future planning assumptions including anticipated service changes.

Review of building condition and function, based on available documentation, tours, and meetings. Some Building Condition Reports are available; please see Annex B for list of available information.

Where actual Building Condition Reports are not available, state general condition assessment and recommendations as per the Action Plan.

Review of building occupancy and suitability for future capacity, based on interviews, tours, population projections, planning ratios, and previous studies.

Preparation of a gap analysis to determine areas of required action for in-scope facilities in the short-term (1-3 years), medium-term (10 years), and long-term (25 years). The gap analysis should include a review of parking capacity, comparing current and projected required parking requirements. All requirements should be based on a 25-year planning horizon.

Review of Hope’s Holdings (approximately 25-30 summary records indicating land size, location, zoning, and department comments) and identification of those of particular interest/value in meeting future requirements.

Review of District funded land and building not owned by the District (i.e. the RCMP Detachment buildings) and make recommendations regarding feasibility and cost/benefit of purchasing the buildings. If recommended, include in Action plan.

Preparation of an Action Plan to address the gaps, with an approximate (by year) schedule that

identifies project implementation priorities over the short-term (1-3 years), medium-term (10 years), and long-term (25 years). This Action Plan will include financial investment/expenditure, construction, and other milestones and strategies to achieve the goals of the Plan.

Preparation of cost estimates (Class C) for short- and medium-term projects, and (Class D) for long-term projects in order to understand the scale of investment required. Provision of a set of typical unit costs (\$ per square metre) estimated for operating/maintenance costs associated with new buildings of the types proposed (e.g. annual combined estimate for electricity, janitorial, regular maintenance, snow removal, and other such items). Full life cycle costing is not included in this scope of work and will be incorporated into more detailed planning for specific projects in later stages.

Undertaking Community Consultation(s) of the draft Plan.

Delivery of the draft and final Facilities Master Plan, including presentations to Council.

Presentation of in-camera related information, specifically sale or acquisition of any particular parcels of land.

The following are NOT included in this scope:

Seismic Assessments

Drawing preparation for facilities without current drawings

Functional programs. Ratio-driven facility area estimates are the level of detail required at this point.

Conceptual drawings or site test-fits.

Detailed or comparative life cycle costing (capital estimates and \$/m² operating/maintenance estimates are required ONLY)

5. Deliverables

The list of deliverables are as follows:

1. General overall condition assessment of District Facilities covered in this RFP.
2. Creation of the Master Plan including:
 - a. Current or predicted facilities required for current and future levels of service (out 25 years).
 - b. Recommended planning and construction milestones to address point 2.
 - c. Estimated costs (Class C).
 - d. Recommended financial and investment milestones to address point 2.
 - e. Results of public consultation(s)
3. Reports to Council presenting all the above. Both on and in camera.

6. Schedule

The timeline for this engagement is expected to be approximately six months from award. Please allow for two- weeks for all major reviews by District staff. Allow for weekly update meetings/phone calls with the Project Manager and monthly Working Committee meetings.

7. Proposal Requirements

Only complete submissions will be accepted. Partial submissions will not be considered. Submissions may be revised by written amendment, delivered before the Closing Date.

Should the proponent consider additional services and materials appropriate, it should be recommended in their proposal. The Proponent is to cost these additional items and or/ services separately.

8. Fees

The proposed fee schedule for the work is to be submitted along with the work program. The rates and total fees must be identified in the fee schedule.

Any anticipated expenses are to be identified in the proposal. The fee proposed will be considered the maximum upset fee by the District, and any expenditures beyond that amount will require approval by the District, and will only be considered for increases in the scope of work proposed by or agreed to in advance by the District.

9. Payment

Payment for the work will be made upon completion of the work, satisfactory to the District, or as otherwise negotiated.

10. Evaluation and Selection Criteria

The Request for Proposal is used to select a Proponent, who will have demonstrated a capability to commence and complete the work described within the time frame specified and according to the following criteria, provided that this list is not exhaustive, or set out in any particular order of priority.

Proposals shall be evaluated to determine the best value offered to the District using the following criteria:

The Respondent must have or be able to have, prior to commencement of the project, a valid and current District of Hope Business License.

The respondent must carry a minimum of \$5,000,000 liability insurance.

The respondent must be in good standing with Worksafe BC and be able to provide a clearance letter.

The Respondent's business and technical reputation and capabilities and the experience of its personnel.

Methodology and approach (understanding of purpose and scope of work).

Resources and pricing structure (staff, equipment, etc.).

Proposal is clear and logical and shows value for money to the District and demonstrates capabilities that make his/her services uniquely qualified to provide the requested services including any innovative or successful approaches used with other clients.

11. Clarification of this Request for Proposal

This is a request for proposals only and will not give rise to a Contract "A" (bid contract). The District is free to negotiate with any of the proponents and that as a result of the negotiation process, the District is not required to treat all proponents equally. This request for proposal process is NOT a tendering process. No legal relations are intended to arise from the RFP process. The District is NOT contractually bound to any matters until such time as the District has negotiated a **separate contract** that is totally independent of the RFP process.

If a Proponent has any questions about the contents of the RFP, or about any matters relating to it the question must be directed via email, and not orally, to the District's representative at cao@hope.ca before **4:30 pm, July 17, 2020** The District's representative will answer all questions via email, and will issue a copy of all questions and answers as addenda to the RFP.

The RFP process forms complex legal obligations. Any information obtained from any source other than the District Representative is not official and should not be relied upon. Any uncertainty regarding the process, therefore, must be referred to the District Representative.

12. District Representative

The District's representative on this project is Mr. John Fortoloczky, and all inquiries related to this 'Request for Proposal' are to be directed to:

John Fortoloczky
Email:cao@hope.ca

13. Notice to Proponents

a. Liability

The proponents shall ensure that the District, its officers, employees and committee members, are saved harmless from any liability whatsoever arising out of proponent's performance or non-performance of the term of this Proposal.

b. Proponent Responsibilities in Submitting Proposals

Each Proponent is solely responsible for the risk and cost of preparing and submitting its proposal in response to this RFP and neither the District nor its officials, employees, committee members, or Proponents (including the District's representative) are liable for the cost of doing so or obliged to remunerate or reimburse any Proponent for that cost.

By submitting its proposal to the District, each Proponent represents and warrants to the District that the information in its proposal is accurate and complete. This RFP does not impose on the District any duty of fairness or natural justice to any or all respondents with respect to this RFP or the process it creates. Unless the District is expressly permitted or required by this RFP to "act reasonably", the District is entitled to act in its sole, absolute and unfettered discretion.

c. Confidentiality and Freedom of Information of Proposals

All submissions submitted to the District become the property of the District, and the information in Submissions will be disclosed as necessary to carry out the RFP process or as required by law, including the Freedom of Information and Protection of Privacy Act. That Act creates a right of access to records in the custody or under the control of the

District, subject to the specific exceptions in that right set out in the Act. The District will receive all proposals submitted in response to this RFP in confidence, including for the purposes of s.21 of that Act. In light of the right of access to information created by that Act, the District does not guarantee that information contained in any proposals will remain confidential if a request for access in respect of any proposal is made under the Act. Any information the proponent considers 'personal information' because of its proprietary nature should be marked as "confidential" and will be subject to appropriate consideration as defined by the act.

Proponents are required to keep their proposals confidential and must not disclose their proposals, or information contained in them, to anyone else without the prior written consent of the District.

d. Waiver and Allocations of Risk

The District accepts no responsibility or liability for the accuracy or completeness of this RFP (including any schedules or appendices to it) or of any recorded or oral information communicated or made available for inspection by the District (including through the District's representative or any other individual) and no representation or warranty, either express or implied, is made or given by the District with respect to the accuracy or completeness of any of those things. The sole risk, responsibility and liability connected with reliance by any Proponent or any other person on this RFP or any such information as is described in this paragraph is solely that of each Proponent. Each Proponent acknowledges and agrees that it is solely responsible for obtaining its own independent financial, legal, accounting, and other advice with respect to the contents of this RFP or any such information as is described in this paragraph. Each Proponent who submits a proposal to the District is deemed to have released the District from, and waived, any action, cause of action, claim, liability, demand, loss, damage, cost or expense, of every kind, in any way connected with or arising out of the contents of this RFP or any such information as is described in this paragraph. Each Proponent who submits a proposal is deemed to have agreed that it is solely responsible and liable to ensure that it has obtained and considered all information necessary to enable it to understand the requirements of this RFP, and of the project, and to prepare and submit its proposal.

e. Closing Date for Proposals

The closing date for proposals will be **1:00 p.m. on August 4, 2020**. All proposals must be clearly marked with the name and address of the proponent and the 'Request for Proposal' title. Late proposals will not be accepted.

ANNEX A- LIST OF FACILITY ASSETS

The following table lists in-scope assets for this RFP along with approximate areas (to be verified).

Group	Asset	Approx. Building Footprint (Ft ²)	Approx. Land Area (Ft ²)	Notes
Admin	District Hall	7,046	25,600	
Fire Services	Fire Hall #1	6,117	7,800	
	Fire Hall #2	2,808	19,166	
	Fire Hall #3	2,007	14,810	
Public Works	Administrative Offices	780	780	
	Mechanics Workshop	6,278	6,278	
	Storage Trailers (x 4)	1,000	1,000	
	Quonset Hut	1,000	1,000	
Recreation	Don Sharrers Aquatic Centre and Library	22,000	NA	
	Memorial Park Bathrooms	900	NA	
	Baseball Storage and Food Service Building	1000	NA	
	Baseball Bathrooms	400	NA	
	Kawkawa Lake Bathrooms	900	NA	
Other	Tourism Centre/Museum	4,200	32,828	Being demolished
	Museum Warehouse	1,641	1,641	
	Arts Gallery	1,863	6,360	
	Arts Programming Building	2,200	12,720	
	Fraser Health Public Health Building (444 Park St)	2,525	7,000	
	Canyon Golden Agers Building	4,060	NA	
	Cemetery Storage Building	280	NA	

	Hope Search and Rescue	2,736	32,828	
Bare Land	Olsen Avenue		199,113	
	455 Coquihalla Street		53,579	
	Rupert & Stuart Streets (road dedication)		15,263	
	Cariboo Place		23,680	
	4 th Avenue (12 lots)		106,272	
Police Station	690 Old Hope Princeton Way	7,551	30,492	Not District-owned

ANNEX B- LIST OF INFORMATION RESOURCES

The following lists the information available to the successful Proponent. The “Foundational” documents will require thorough review. The remaining documents are available and should be used as the Proponent sees fit.

Foundational Documentation

- F1: Trans Canada Appraisals District of Hope Facilities
- F2: District of Hope Government Organizational Chart (current)
- F3: Fire Hall Location Analysis. Fire Rescue Service Staff Report to Council. (2017)
- F4: District of Hope Land Holdings Report (current)
- F5: Occupational Health and Safety Inspections (monthly), for all buildings except auxiliary.
- F6: Human Resources Database (current staffing information by building)
- F7: Architectural drawings unless unavailable per Appendix B.
- F8: District of Hope Capital Asset Inventory
- F9: 2020 TCA Worksheet – Buildings
- F10: DSAC Condition Assessment 2018
- F11: Police Station Building Appraisal 2014

Strategic Plans

- SP1: District of Hope Official Community Plan 2016
- SP2: Fire/Rescue Services Master Plan 2009-2018.
- SP3: Economic Development Strategy
- SP4: Asset Management Plan 2016
- SP5: Strategic Framework for Asset Management

Additional Sources of Information

1. Other Reports – if requested
2. Financial Reports (operating and maintenance costs by building)